

## ESTABLISHING NEW ACCOUNTING CODES

When requesting accounting codes to be set up in FFIS, please follow the guidelines below:

Send them to the FFIS Codes database ("FFIS Codes" in the "To" field). If you do not have access to the FFIS Codes database, ask your Headquarters staff to request access for you. Enter the first requested 10-digit accounting code in the "Subject" field of your e-mail. For example, the "Subject" field should read 2523405030 for the example below. The "Subject" field no longer needs to say "Accounting Code", just the actual accounting code being requested for setup.

Use the following format for the body of the message:

02	523405030	FMD, Financial Systems and Services	24*
(BFY)	(Program)	(30 character description)	(State/country code for geographic location)

**When entry into the FFIS system is made, the first 30 characters in the description will be taken. No modification will be made on the part of the person entering the code.**

\*The State/country code is the Geographic Location Code. Worldwide Geographic Location Codes list the number (for State and U.S. territories) and letter (for Countries) codes Federal agencies should use in designating geographic locations anywhere in the United States or abroad in computer programs. Use of standard codes facilitates the interchange of machine-readable data from agency to agency within the Federal community and between Federal offices and State and local groups. This field will be used for pulling Geographic Location Reports by state and country. If you are not sure of the 2-digit code, please refer to the following web site: <http://contacts.gsa.gov/GLC.nsf/search?SearchView>. Once you perform the search, use the first two numerals for a State Code (e.g., MD=24, MN=27). Use the first two alpha characters for a count code (e.g., Mexico=MX, Chile=CI). United States territories use a two digit code as follows: Guam=66, Puerto Rico=72, and Virgin Islands=78.

This format will aid in data entry. We will cut and paste into the three tables (ACXT, DVAL, and PGMT). We will send a reply to you as soon as the codes are entered.

As usual, if you are using a new reporting category, you must first get it authorized for use by your budget analyst in the Budget and Program Analysis Branch.

Those authorized to submit accounting codes have access to this FFIS Codes database. Click on this icon to put the database on your Notes desktop. We cannot accept accounting codes from any one else. If your program unit adds or removes someone's authority, please have the Headquarters staff contact the Functional Administrator and that person will change the access rights.